

# Office of U.S. Representative Heath Shuler

## Internship Application

### Responsibilities

The responsibilities of an intern in the Washington, DC Office of Congressman Heath Shuler include, but are not limited to, assisting the legislative and administrative staff with the following tasks:

- Answering phones
- Leading tours for constituents
- Sorting constituent mail
- Drafting constituent mail responses
- Writing legislative memos
- Writing Congressional Record statements
- Attending briefings
- Conducting legislative research

### Submitting an Intern Application

The internship program is available to undergraduate and graduate students. Applicants must have completed at least one year of college to be eligible for an internship.

All applications must include at least:

- One copy of your college transcript
- A resume
- Two writing samples
- At least one letter of recommendation

Applications may be submitted:

- By email to [ryan.fitzpatrick@mail.house.gov](mailto:ryan.fitzpatrick@mail.house.gov)
- OR
- By fax to 202-226-6422, Attention: Ryan Fitzpatrick.

We accept applications on a rolling basis and give priority to students who are from or attend college in North Carolina's 11th Congressional District. Priority is also given to students who can commit to one full academic semester. Our office will work with accepted interns to determine the dates of the semester of the internship based on the student's academic calendar. **Applicants should note that internships offered through Congressman Shuler's office are unpaid internships.**

## Personal Information

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: Cell Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

## Education Information

College (name and location): \_\_\_\_\_

Major: Minor: \_\_\_\_\_

Date of Matriculation: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

GPA (major): \_\_\_\_\_

GPA (overall): \_\_\_\_\_

**Please submit a brief essay (2 pages maximum) that answers the following question:**

*What skills, experiences, and interests would you bring as an intern in the office of Congressman Heath Shuler?*